

Iberville Parish Library
Board of Control Minutes

24605 J. Gerald Berret Blvd.

February 2, 2023

1:00 P.M

Board Members Present

Ms. Charlene Bishop- **Board President**
Ms. Madeline Kessler
Ms. Tonya Orcino
Ms. Deena Thomas

Board Members not Present

Ms. Jan Drinkwater
Mr. Clotis Johnson
Mr. Edward “Lucky” Songy- **Ex-Officio**

Administration Present

Mr. Michael Staton, Library Director
Mr. David Hughes, Assistant Library Director
Mrs. Yolanda Osborne, Human Resources Director

Administration not Present

Meeting Called to Order by Board President C. Bishop at 1:11 P.M.

A motion was made to accept the minutes of the previous meeting by Ms. Thomas, seconded by Ms. Kessler. The motion was carried unanimously.

Public Comments- none

LIBRARY BOARD MATTERS

Library Director Search Process- Update

Mr. Staton updated the board on the search for the new director. The decision was made to navigate the process in-house as opposed to using a hiring agency. The library will use Criteria testing software to screen candidates. The deadline for applicants is February 17, 2023.

Annual Reminder

Mr. Staton reminded the Board of their Annual Ethics Training and Sexual Harassment Trainings as mandated by the Louisiana Legislature, to be completed by the end of 2023. A computer lab was set up and will be available after future meetings for the purposes of board members completing their training following the meeting.

Board Meeting Calendar Dates

Meeting date magnets were distributed.

Tax Election Discussion

The millage tax renewal must be in place for 2026 operational year and should be placed on the Open Primary Ballot on November 5, 2024. Money must be reserved to fund election costs for further approval attempts.

East Iberville Hours Discussion

A motion was made by Ms. Thomas and seconded by Ms. Kessler to table the discussion until the next meeting.

REPORTS

STATISTICAL Mr. Staton advised the Board that stat counts continue to move in an upward direction. Reference questions, computer usage, program attendance, circulation, and wireless stats are up.

FINANCIAL Mr. Staton informed the Board that interest rate is now back above 4%, therefore the investment account is earning interest once again.

Note 1: Salary has increased reflecting recent retirement payouts

Note 2: Salary has increased as part-time employees moved to full time positions

Note 3: Advertising and legal costs have increased, toner costs have increased

Note 4: Utility and phone costs have increased

Note 5: Chiller replacement costs

Note 6: Imaging services for land tax document to reassess property value

Note 7: Office supply costs have increased

Note 8: Fuel and milage have increased in part due to more submissions

BUILDINGS AND EQUIPMENT The boiler was able to be repaired instead of replaced. The system is ready for the upcoming inspection.

PERSONNEL

- Mr. Staton informed the Board of the promotion of D. Nicolosi to the position of White Castle Branch Manager.
- Mr. Staton informed the Board of the promotion of E. Carline to the position of Bayou Pigeon and Bayou Sorrel Branch Manager.
- Rosedale and White Castle positions are currently open, and interviews will take place soon.

TECHNOLOGY

Mr. Hughes reminded the board that the wireless system is aging. He has filed with E-rate to cover 85% of the cost of updating. E-rate funding from the Federal Government helps to provide internet access in several categories.

ACTIVITIES

- The Southern Jazz band has been booked for February at the Plaquemine Branch.
- The Gray Monkey Parade will roll at the Plaquemine Waterfront Park on March 31, 2023. Information services will have a copy of the schedule and current flyers.
- The Louisiana Library Association (LLA) Conference is July 6-8, 2023 at the Hilton Capital Center. Registration is not yet open.
- Jane Austen Tea Party was deemed a success by the community and board.

ADJORNMENT

Motion to was made to close the meeting by Ms. Thomas and seconded by Ms. Kessler. The meeting was adjourned at 1:57 P.M.

APPROVAL OF BOARD MINUTES BY

Ms. Charlene Bishop
Board President

Date